

## Recorded Video Interview Tips

More and more employers are asking job and internship candidates to submit recorded answers to interview questions using software such as HireVue.

Here are a few tips for managing one-way recorded interviews:

Before the interview:

- Don't wait to the last minute to complete your interview.
- [InterviewStream](#) is a great way to prepare for a video interview.
- Select a quiet place to interview. The Brockway Recruiting Center located in the Auditorium level of Farrell Hall has interview rooms available to all students. To reserve a room, call 336-758-5936 or [complete this form](#).
- Remember that the interviewer can see what is behind you, so try to have a solid background. Sitting in front of a blank wall is least distracting to the interviewer.
- Make sure your computer, webcam, and VoIP software are working properly before the interview begins.
- Dress in interview attire. If you aren't sure what to wear, [click here](#) for suggestions.
- If you receive the questions in advance, practice recording your answers as many times as possible before sending the final version to the employer.
- Confirm the interview "rules" (how long can your answer be, how many recording attempts can you do, etc.).
- Have a clock easily visible to monitor the time.

During the interview:

- Maintain eye contact by looking at the camera and not at the computer screen.
- Don't lean in too close to the camera.
- Sit up straight and don't fidget or touch your face or hair.
- Consider elevating your computer, so the camera will be at eye level.
- Cover your own image with a Post-it note, so you'll look at the camera and not yourself.
- If you haven't received the questions in advance, read or listen to the question carefully, take a breath, gather your thoughts, and then answer.
- Relax and speak clearly. Smile and be enthusiastic.

After the interview:

- Send a thank you email and handwritten note within 24 hours.
- Watch for next steps from the employer(s).